

YOUTH SERVICES POLICY

Title: Blackberry Usage Next Annual Review Date: 07/10/2010	Type: A. Administrative Sub Type: 5. Information Services Number: A.5.8
	Page 1 of 2
References: Division of Administration's Office of Information Technology Standards; YS Policy A.5.1 "Use of Information Technology Systems"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 07/10/2009

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy and formal procedures for approval, assignment and replacement of State-provided Blackberries.

III. APPLICABILITY:

Deputy Secretary, Undersecretary, Deputy Undersecretary, IT Director and all employees who are requesting or have been issued Blackberries by this agency.

IV. DEFINITIONS:

Appointing Authority - the Deputy Secretary of Youth Services.

Blackberry - a mobile device that can be used for retrieving emails, telephone service, and Internet access.

V. POLICY:

It is the policy of Youth Services that staff follow the procedures herein when requesting new and replacement Blackberries. Use of Blackberries must be for official business only.

VI. PROCEDURES:

- A. Requests for Blackberry devices shall be submitted to the appointing authority or designee for approval. Approval shall be based on the need of the person making the request. If approved, the request shall be submitted to the Purchasing Division for processing. Purchasing will then forward to Information Technology (IT) for set-up. Only Blackberries offered through the Office of Telecommunications Management (OTM) may be purchased.
- B. Replacements/Repairs
 - 1. Replacements of Blackberries may occur after three years of the original issue date.
 - 2. Should a Blackberry needing repair show signs of physical abuse or damage not covered by warranty, the employee may be asked to pay for repair or replacement costs.

Previous Regulation/Policy Number: N/A

Previous Effective Date: N/A

Attachments/References: